

Continuing Municipal Services RFQ 2016-09-01

DRAFT Minutes of Evaluation Committee Meeting for RFP 2016-09-01

November 16, 2016 2:30 p.m.

Attending: Committee Members Town Manager Bud Bentley, Assistant Town Manager Tony Bryan, Municipal Services Director Don Prince, and Debbie Hime, Purchasing Administrator for the purpose of this RFQ.

Mr. Bentley called the meeting to order at 2:40 p.m. The floor was open for public comments. No public comments were offered.

Ms. Hime reported that Ms. Allen, Town Clerk, reviewed the submittals to determine whether they were responsive to the requirements of the RFQ, which all were.

Qualifications were received from the following companies:

Architectural Alliance Landscape	Keith & Schnars
Avirom & Associates, Inc.	Limco Engineering
BEA Architects	Mathews Consulting
Calvin, Giordano & Associates, Inc.	Miller Legg
Carnahan Proctor Cross	R. J. Behar & Company, Inc.
Cartaya & Associates Architects	Sol-Arch, Inc.
CPZ Architect, Inc.	Stantec Consulting Services, Inc.
Craig A. Smith & Associates	Synalovski Romanik Saye
Currie Sowards Aguila Architects	TRC Worldwide Engineering, Inc.
Flynn Engineering	Via Planning, Inc.
Hansen Associates	West Architecture + Design, LLC

Of those companies, we have the following submissions by discipline:

Architecture	10
Landscape Architecture	5
Professional Engineering	12
Surveying & Mapping	7
Traffic Engineering	6

Mr. Bentley went on record to say that Leo Hansen of Hansen and Associates is currently working under Architect Anthony Abate, who is providing assistance on our restroom project, and that Mr. Bentley also knows Mr. Hansen personally.

The committee reviewed the number of submittals in each discipline and decided that each will review and compare to make their top three recommendations by discipline, except for engineering where they would make five. Mr. Bentley recommended that Engineering should be further reviewed based on the two qualifications of utility and general expertise.

The Committee will meet again on Friday, December 2 at 10:00 a.m. to review and compare their recommendations. The meeting was adjourned at 3:10 p.m.